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Please send in
Support
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file*

30 January 1964

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To:

You agreed to check into three items discussed at yesterday's meeting.

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1. The possibility of consolidating the many Agency reviews, including those generated by the President's Economy Program, into a few exercises in order to conserve the time of Area Division Support Personnel. For example, one Division noted the completion of the audit review several weeks ago, the IG review more recently, and now the Executive Director's review scheduled in the near future.

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2. The possibility of eliminating the requirement to obtain Director of Personnel approval each time the DD/P personnel ceiling is affected temporarily by the transfer of non-DD/P careerists. For example, one Division noted that before a non-DD/P careerist is entered on duty for overseas processing to replace another non-DD/P careerist, Director of Personnel approval must be obtained and this requirement generates additional and seemingly useless correspondence.

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3. reported a situation which he feels should be looked into. An SAS employee, who has been earmarked as surplus due to personnel ceiling reduction, was called by the Clandestine Services Personnel Office and, without any prior notification, was offered a position with the Post Office Department. feels that a practice such as this could not only have serious effect on personnel morale but it could create an impression among personnel that another 701 program is underway.

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25 YEAR RE-REVIEW

RECEIVED
JAN 31 1964
ADMINISTRATIVE AND
GENERAL SERVICES

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[REDACTED] SUPPORT OFFICERS' MEETING
29 January 1964
DD/S Conference Room

1. Those present:

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[REDACTED]

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2. [REDACTED] briefed the Support Officers on the following subjects:

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a. At the DD/S Staff Meeting, [REDACTED] gave a run-down on overtime and holiday pay showing that the cost amounted to 3 million dollars in 1962, 4.5 million in 1963 and would exceed 5 million in 1964 unless controls are established. The Director has said that overtime and holiday pay will be reduced by 25% in 1964 and a notice to this effect will be issued in the near future, along with a request to submit monthly progress reports to the Director's Office so he can periodically determine what progress has been made.

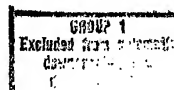
b. The President's Economy Directive of 24 December 1963 requires quarterly reports by all Departments and Agencies. Mr. Kirkpatrick will begin working on the report about 1 March for submission to the President by 1 April. Support Officers should keep abreast of those items which were included in the Economy Directive to assure that progress is being made where economies were promised.

c. A review is being initiated to determine what reductions can be made in Agency subscriptions to outside publications.

d. The Executive Director/Comptroller has initiated an around-the-calendar review of CIA offices and he will be primarily concerned with matters pertaining to budgets and manpower control.

The Support Officers asked if it would be possible to consolidate several of the many reviews in order to conserve the time of support personnel in the Operating Divisions. For example: The Audit Staff completed its review of one Division a short time ago, the IG Staff

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completed its review more recently; and now the Division can look forward to a review by the Executive Director/Comptroller Office. [] will look into this matter and advise.

e. The Director has stated that there will be "no increases in money or manpower for the FY-66 Budget"; presumably he means that the FY-66 Budget will not exceed the FY-65 Budget.

f. Mr. Houston advised that the Pay Raise Bill will be sent to the Rules Committee as soon as the Committee's action on the Civil Rights Bill is completed.

g. A GAO ruling has been published which provides that, if a GS-15, receiving more pay than the top of a GS-16, is promoted to GS-16, he must take a salary cut to the top of the grade for a GS-16.

h. A notice is in the process of being published which will require that a "Report of Supervisory Ability and Executive Potential" be issued for all employees GS-14 and above at the same time the fitness report is issued. The form as completed by the Rating Officer will be shown to the employee, but he will not see the Reviewing Official's comments.

i. A notice will be published announcing that movies (30 minutes in duration) will be shown in the Auditorium at noon each Wednesday and these films will be on topics of interest to Intelligence Personnel.

j. All personnel should be reminded that reserved parking spaces at the Headquarters Building are reserved 24 hours a day, 7 days a week.

k. The DD/S received a memorandum from the Inspector General requesting that a register be established in the Office of Security to maintain an inventory of Foreign Intelligence Personnel in the U.S. who are in continuous contact with Agency personnel. Employees will be requested to report their contacts to the Office of Security. The Office of Security will report semi-annually to the Director on this subject.

l. At the DD/S Staff Meeting, the Heads of Support Components pointed out that they do not budget for special or emergency travel that might be required by the Operating Divisions of DD/P and that when such travel is required, they must look to the Area Division concerned for appropriate funds.

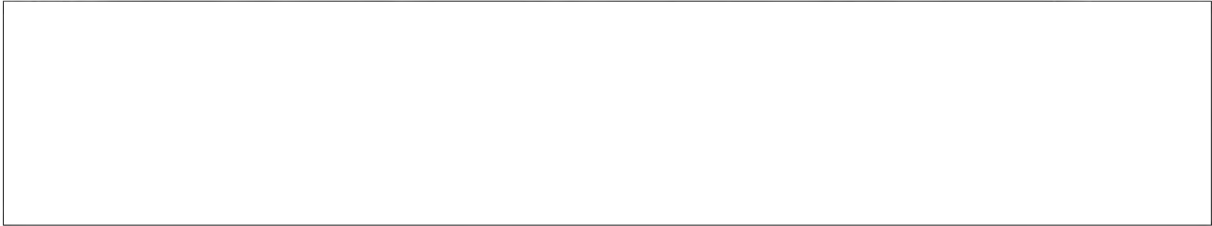
m. Mr. Kirkpatrick is now on a trip in the Far East and will return toward the end of February.

n. Mr. Helms will leave Saturday for two weeks' leave.

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[redacted] Office of Security, has been asked to organize a Task Force to be ready for any eventuality.

p. At the DD/P Staff Meeting, [redacted] announced that about 50 fitness reports had been returned to the originating offices because they did not rate the individual on cost consciousness.

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q. At the DD/P Staff Meeting, Mr. Helms announced that Mr. Dulles had written letters to Senator McCarthy, Mr. Henry J. Taylor, and President Truman taking issue with recent publications and statements made by them regarding the Agency.

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r. Regarding replies to Audit Reports, the Director instructed the Audit Staff to give copies of Audit Reports to the Inspector General, Executive Director and Director of Finance. The [redacted] on this subject is being amended to provide that copies of replies will be sent to the Director of Finance by the Office of the SSA-DD/S. The SSA-DD/S will, therefore, require an additional copy of each reply for this purpose.

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3. [redacted] announced, regarding [redacted] vehicles, that Mr. John Clarke told him today that mileage reports of prior months for [redacted] vehicles are not needed at this time, however, they will be required beginning the first of this year.

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By 1 April 1964, the Agency must submit a complete inventory of its [redacted] vehicles to the Bureau of the Budget.

Bureau of the Budget Circular A-22, regarding Government vehicles, has not been disseminated by the Office of Finance.

Mr. John Clarke also said that General Carter will request individual justification for each official vehicle assigned overseas.

4. Regarding DD/P personnel ceiling, [redacted] requested SSA-DD/25X1 assistance in eliminating the requirement for Operating Divisions to submit a letter of justification to the Director of Personnel each time a non-DD/P careerist is brought into the Division for processing to the field to replace other non-DD/P careerist. [redacted] will look into this25X1 matter and advise.

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5. [] reported that an SAS employee who has been earmarked as surplus due to the reduced personnel ceiling was called by the Clandestine Services Personnel Office and without any prior notification was offered a position with the Post Office Department.

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[] feels that a practice such as this could not only affect personnel morale but it could create an impression that another 701 program is underway. [] will look into the matter and advise.

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